

# **LIBERTY HILL METROPOLITAN DISTRICT**

## **Official Board of Directors Meeting Minutes**

**October 23, 2013**

The Directors of the Liberty Hill Metropolitan District held its regular meeting at S. Holly Baptist Church, 7101 S. Holly St., Centennial, CO 80122 after satisfying the legal requirement for publication notice.

**The following Directors were present:** Cameron McDonnell, Betty Thomsen, Danielle Greenleaf, and Joel George

**The following Directors were absent:** None

**Guests in attendance:** Sheldon McDonnell (resident)

### **Call to Order**

The meeting was called to order by Chairman McDonnell at 6:34 p.m. after declaring a quorum of Directors present as reflected by this record.

- I. The September 2013 Treasurer's report was reviewed by the Board. Motioned for approval by D. Greenleaf, seconded by B. Thomsen.
- II. J. George reported that bills were paid to American Quality and to US Postal Service (for PO Box rental). He removed Sandra Zarlengo-Lee as signer of ColoTrust account. He also opened new Checking and Saving accounts with Wells Fargo, which will allow the District to pay bills online. C. McDonnell and J. George are signers on the new accounts. After a transitional period, the old Checking account will be closed.
- III. The September meeting minutes were reviewed and signed by the Board. Motioned for approval by B. Thomsen, seconded by J. George.

### **OLD BUSINESS**

- I. Perimeter update:
  - A. Fence pricing to be covered in the addendum of activities that occurred since September meeting (attached to these minutes).
  - B. Re: concerns by D. Lee in September meeting about the quality of work done by American Quality Landcape: A checklist of items we require to be performed each week will be given to American Quality in the Spring, when they resume weekly visits.
  - C. Re: concerns by D. Lee in September meeting regarding survey of fence perimeter and engineering testing of concrete for fence columns: Per City of Centennial Planner, these are not required (see attached addendum).

- II. Open position on the Board: The Board received interest in the open position from residents Charlie Krumenacker and Andrea Bobb. The Board voted unanimously to approve Andrea Bobb at the November meeting to fill the vacant position.

**NEW BUSINESS**

- I. C. McDonnell reviewed the progress on the perimeter update that has occurred since the Board's September meeting (see attached addendum). He explained the new retaining wall along Holly and the remaining work to be done by the contractor on it.
- II. J. George provide tax-exempt forms to be given to contractors, to save the Board from paying tax on perimeter update materials.
- III. J. George expressed concern that no temporary fencing was put up by Standard Fence when they took the old fence down along Arapahoe. C. McDonnell said he would call Standard Fence about this.
- IV. C. McDonnell explained the fence, decorative bowl, and column designs and showed the Board drawings and pictures of the chosen designs. Current expectations are that the various costs will come under the expected budget for this phase of the project.
- V. C. McDonnell volunteered to oversee the wiring and lettering around the monuments.
- VI. J. George expressed appreciation on behalf of the Board to C. McDonnell for volunteering to do the vast majority of the legwork on the perimeter update. Cameron's brother, Sheldon, has also been helpful in moving the project forward.
- VII. J. George had several reimbursement checks and new Wells Fargo account documents to be signed by C. McDonnell.

**NOTES:**

The next official District meeting will be held on Monday, November 18, 2013 at 6:30 p.m. at the S. Holly Baptist Church at 7101 S. Holly St, Centennial, CO 80122.

There being no new or additional business to be reviewed by the Board at this time, Chairman McDonnell entertained a motion that was duly seconded and voted to adjourn. This regular meeting was adjourned at 7:36 p.m. by unanimous voice affirmation of the Directors present.

\_\_\_\_\_  
Cameron McDonnell, Chairman

\_\_\_\_\_  
November 18, 2013  
Date

\_\_\_\_\_  
Joel George, Treasurer

\_\_\_\_\_  
Danielle Greenleaf, Member at Large

\_\_\_\_\_  
Betty Thomsen, Assistant Treasurer

**Perimeter Progress Update Since September's Meeting**

**Monuments**

*-Planters-*

We have contracted E and C Precast to manufacture our bowl planters that will be installed on the 2 entry columns on Briarwood and Dahlia and for the new columns that will be built on Easter. They have been custom colored a tan/brown color and have a diameter of 30". As of 10/12/13, the bowl planters are completed and are ready for pick up. Cameron will pick them up and deliver them to the job site when they are ready for installation. To date, we have put down a deposit of 25% for the planters and will pay the rest upon completion. We need to send E and C Precast a tax exempt form.

*-Lettering-*

We have contracted Fine Line Graphics and sign to make our new lettering for the signs. The new lettering will be made out of black laser cut acrylic plastic and will be 1/4" thick. They will be attached to the signs with exterior 3m tape. As of 10/14/13 the lettering has been completed and it is at Cameron's house awaiting installation. The lettering has been paid for by Cameron and will be reimbursed by the Metro District. We need to send a tax exempt form to Fine line for their taxes but they did not charge us tax when we paid. We can start installation of the new lettering in a couple weeks once the project is further along.

*-Lighting-*

Monument lighting has been purchased and will be installed within the next few weeks.

**Fence**

*-Fence columns-*

Since the last meeting, the column brick colors were chosen and ordered. After visiting General Shale Brick Company 4 times, Cameron and Sheldon McDonnell went to Summit brick to look at other options. The brick for the columns will be from Summit Brick and has been approved by the Board. The brick itself will be coming from a plant in Pueblo, Colorado. There will be a tan color on the bottom and a red color on top for the column design. The masonry company that is being used by Standard Fence for the columns is Paul Clark Masonry. They are a well-established company that does many high-end projects and has been around for many years. Even though the masonry is subcontracted, our warranty and bills will be through Standard Fence. On October 7<sup>th</sup>, Cameron, Bob from Standard Fence, and Paul Clark senior of Paul Clark Masonry met at the property to go over the column design and also the addition of columns to the Easter monument. A design detail was given to them to build off of. Also a column dimension change was made to go from a 20" column to a 24" column so it would look proportionate with the fence. Also the caps were changed to a 30" cap to allow a 3" overhang around the column. The caps will be made by E and C precast as well and will have the same coloring formula to match the pots on the monuments. Masonry work should begin around

October 28<sup>th</sup>. Also, a map was given to Standard Fence and Paul Clark Masonry of the perimeter and where items are to be placed.

*-Wood Fence-*

On October 23<sup>rd</sup>, the new fence construction will begin. The first phase of the fence will be along Arapahoe Road. Before construction began, Standard Fence sent out a letter alerting all homeowners about the upcoming project. Cameron supplied the list of homeowners from city records to Standard Fence. Homeowners were also alerted by the Liberty Hill HOA Newsletter about the project the first week in October. The week of 10/14/13, Site wise started to check and mark the perimeter for utilities that are underground. They were unable to get into a few yards because of dogs and locked fences so a note was placed on those doors by Cameron on 10/22/13 telling homeowners that their yards will be checked the next day. Also the homes along Arapahoe were alerted about their fence being removed on 10/22/13 by a flyer on their doors. The total fence construction timeline is about 3 weeks, depending on weather. For the section along Holly, a permit was issued by the City of Centennial to close 1 lane of traffic during the project. Cameron contacted the City of Centennial and was informed by Derek in Planning and Zoning that we do not need a permit for this project since we are not changing the majority type of fence or the height. He also informed Cameron we do not need to survey the property lines since the fence is already in place. Also we found that the fence is owned by the Metro District, as anticipated.

*-Fence Stain-*

A color for the stain has not been selected but some options are available. Once a section of the fence is installed, we will test a couple colors to see which looks best. The staining will be done at the end of the project. As for staining and/or sealing the back of the fence, both contractors suggested against doing it. They said it was a hassle to get into yards once the fence goes up and also that the main protection should be on the front side. Most decay of a fence (besides posts) comes from road grime, pollution, and dirt hitting the fence on the outside even if you can't see it due to microscopic particles in the air.

**Retaining Wall**

A new retaining wall has been installed along Holly by American Quality Landscape; the same contractor who does our landscape maintenance. The color of the block was chosen by the Board and is manufactured by Allen Block. This material is heavier than normal concrete block and should hold the dirt back better. To date, the project is 90% done until the fence is reinstalled and then they can finish putting the cap on and straightening up the block. During this project, the landscapers needed to relocate the sprinkler lines behind the wall because the new concrete blocks are deeper. In order to fix this, when the fence is removed, we will re-bury the sprinkler lines.

**Conclusion**

The perimeter project is finally underway! Hopefully by Thanksgiving, this part of the perimeter update will be done. Starting in January, we will need to start looking at plant and

tree materials, and we will need to get bids on that portion of the project. Anticipated completion date for the entire project should be around June 1, 2014.